

## APPROVING OFFICIAL CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS

**User:** Approving Official (AO) is an individual appointed in writing and responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability and approving travel claims for validity after completion of travel.

**Purpose:** This checklist should be used by the AO for after-the-fact approval of entitlements not listed on the original orders for military and civilian TDY travel.

**BEFORE APPROVING ANY AFTER-THE-FACT TDY ENTITLEMENTS, YOU MUST VERIFY THAT THE ENTITLEMENT IS SUBJECT TO AFTER-THE-FACT APPROVAL. THEN VERIFY YOUR COMMAND'S POLICIES REGARDING MONETARY LIMITATIONS FOR APPROVING AFTER-THE-FACT ENTITLEMENTS.**

**IAW DFAS-IN 37-1, ORIGINAL VOUCHERS FAXED OR EMAILED (SCANNED) WILL BE KEPT BY THE APPROVING OFFICIAL FOR 2 YEARS, THEN SENT TO A NATIONAL ARCHIVES AND RECORDS ADMINISTRATION STORAGE FACILITY FOR THE REMAINDER OF THE REQUIRED RETENTION PERIOD.**

- \_\_\_\_\_ 1. Were rental car expenses claimed? If so, was the rental car obtained through a contracted travel office (CTO)? Rental car size used and fuel expenses claimed should be conducive to the mission. The original paid receipt must be attached (pre-calculation rental car receipts are not acceptable).
- \_\_\_\_\_ 2. Are control numbers of non-availability of government quarters in the remarks block of the orders? If not and obtained after-the-fact, the AO must approve commercial lodging by signing in Block 21a or on an amended order. (Military Only)
- \_\_\_\_\_ 3. Was POV in/around mileage claimed? If so, did the traveler check Block 16, claim the total mileage driven each day, or attach a mileage log IAW DOD FRM Vol. 9, Para 040804.
- \_\_\_\_\_ 4. Was in/around taxicabs claimed and authorized in the orders? If yes, amounts \$75.00 or more must be claimed and supported by a receipt or a statement for lost/missing receipt.
- \_\_\_\_\_ 5. Was excess baggage claimed and authorized in the orders? If yes and amount claimed is \$75.00 or more, ensure a receipt or a statement for lost/missing receipt is included.
- \_\_\_\_\_ 6. Were conference or registration fees claimed? If yes and amount claimed is \$75.00 or more, ensure a receipt or a statement for lost/missing receipt is included. All meals included in the cost must be claimed in Block 19 of the DD 1351-2.
- \_\_\_\_\_ 7. Is commercial airfare claimed? If so, do the orders authorize the traveler to purchase their own ticket using their individually billed account (IBA)? If orders do not authorize the traveler to purchase their ticket using an IBA, then amended orders are required. No after-the-fact authorizations on the travel form can be done.
- \_\_\_\_\_ 8. Was any variation from the travel orders reflected in the itinerary of the travel voucher? If so, were these changes due to travel to places omitted in the orders or to additional places not shown in the orders?
- \_\_\_\_\_ 9. If the after-the-fact travel expense is not listed above, please contact your servicing DFAS Travel Office for guidance as to whether or not the entitlement exists in accordance with Joint Federal Travel Regulation or Joint Travel Regulation.